



**APPLICATION INSTRUCTIONS
Moving a Building or Structure**

This instruction sheet explains application requirements for moving a building or structure within or into the township. More information and a fee schedule for permits can be found on the "Building Permits, Land Use, and Zoning Procedures" handout available on the township website or from the town clerk. If you are unsure whether a structure requires a permit, contact the Eureka Town Clerk at 952-469-3736 or eurekatn@frontiernet.net.

General Requirements

The moving of any building or structure within or into Eureka Township requires a moving permit (Ordinance 3, Ch. 4, Sect. 11). You can get a copy of the ordinance from the town clerk or from the Eureka Township website at <http://eurekatownship-mn.us/permits.html>. General requirements are as follows:

1. The moving of any building or structure within the Township, or the relocating of any building or structure into the Township, is prohibited unless a moving permit shall first be obtained from the Town Board.
2. The owner of the land upon or onto which any such building or structure is proposed to be moved or relocated shall file a written application for permit setting forth the legal description of the real estate, the general description of the building or structure to be located thereon, the purpose for which said building or structure is to be used, the location at which said building can then be inspected, and the dimensions and estimated value thereof.
3. Any building or structure proposed to be moved within or into the Township must be inspected by a certified building inspector before a permit is granted, and before the building or structure is moved within or into the Town of Eureka.
4. Any building or structure moved within or into the Township must be placed on a proper foundation, and building permits must be obtained as for new construction.

Documents Required for a Complete Application

To be considered complete, an application for the moving of buildings or structures within or into Eureka Township requires all of the following, unless waived by the Zoning Administrator:

1. Completed "Building Permit Application" form. A general description of the building or structure, the purpose for which the building or structure is to be used, and the location at which the building can be inspected must be provided on page 2 under "Specific description of project or work to be completed" or on a separate sheet attached to the application.
2. Application and inspection fee, as set forth in Eureka Township Ordinance 7.

Note that building permits are also required before any building or structure can be moved into the township. Application for building permit can be made at the same time as the application for moving a structure or building, but all required documentation must be provided as for a new building or structure of the type being moved.